



Uinta-Wasatch-Cache National Forest

Recreation Event and Race Permits

Applications are accepted during designated **Open-Seasons only**.

- Applications are accepted at the following Ranger District Offices between **October 1st-31st**
 - Pleasant Grove Ranger District
 - Spanish Fork Ranger District
 - Logan Ranger District—**Winter and Spring Events**
 - Ogden Ranger District—**Winter and Spring Events**
- Applications are accepted at the following Ranger District Offices between **March 1st-31st**.
 - Logan Ranger District—**Summer and Fall Events**
 - Ogden Ranger District—**Summer and Fall Events**
 - Evanston-Mountain View District
 - Salt Lake Ranger District
 - Heber-Kamas Ranger District

How to Apply

- Review the [Application Checklist](#), [Insurance Requirements](#), and [Final Fee Worksheet](#).
- Contact the applicable [Ranger District Office](#) for proposal review.
- Complete and submit the [Permit Application](#) with all required information during designated **Open-Seasons only**.

Application Checklist:

- Contact the applicable [Ranger District Office](#) for race/event proposal prescreening.
- Complete and submit a detailed [Permit Application](#) **during the designated open season**, to include the following:
 - Detailed map of the proposed race/event area:
<https://www.fs.fed.us/ivm/index.html#>
 - Certificate of Insurance
 - Operating Plan

Other Considerations:

- Land use rental fees are 5% of adjusted gross receipts for one-time events and 3% of adjusted gross receipts for multiple events under one permit. Adjusted gross receipts is the gross revenue less the cost to the holder of the prizes awarded. Only those prizes which are paid for by the permit holder, or come from entry fee costs can be deducted. Donated prizes cannot be deducted.
- Final Fee Worksheet is due to the District Office within 30 days after the conclusion of the event/race.
- Organizations must have current business licenses and any other applicable permits.

Insurance Requirements

- **One (1) Million General Liability is required, submitted on ACCORD 25 2010/05 form. If aircraft is involved, the Minimum Coverage Amount is \$5 million.**
- The Certificate of Insurance and the Insurance Policy Endorsement must show the **“United States”** (not “US Forest Service”) as additionally insured. The certificate AND the endorsement page must be submitted to the **District Office** either with the permit request or immediately upon approval of the request, before activities commence.
- The following clause must also appear on the face of the certificate and on the endorsement page of the certificate:

“It is understood and agreed that the United States of America, Uinta-Wasatch-Cache National Forest, U.S. Department of Agriculture, is additionally insured solely as respects liability arising from operations of the name insured.”

- The Certificate Holder for filming occurring on the Uinta-Wasatch-Cache National Forest is:

“United States, USDA Uinta-Wasatch-Cache National Forest, 857 West South Jordan Parkway, South Jordan, Utah 84095-8594”

FINAL FEE WORKSHEET
FINANCIAL STATEMENT FOR RECREATION EVENT

PERMIT HOLDER: _____

DATE OF EVENT: _____

This statement must be submitted to the Salt Lake Ranger District, 6944 South 3000 East, Salt Lake City, UT 84121, within thirty (30) days of the conclusion of the event.

A.	Number of participants in event (attach breakdown by type): Number of estimated spectators:	
B.	Total receipts collected from participants, <i>Attach a breakdown by type and list of any discounts given.</i>	\$

C.	<u>Type of Concession:</u>	<u>Sponsor:</u>	<u>Gross Receipts:</u>
a.			\$
b.			\$
c.			\$
			C: Total \$

D. Did the event have one or more commercial sponsors? NO _____ YES _____
If yes, please list below.

	<u>Sponsorship</u>	<u>Amount Sponsored</u>
a.		\$
b.		\$
c.		\$
		D: Total \$

E. Total of other misc. income receipts (please list sources below, include gratuities):

a.		\$
b.		\$
c.		
		E: Total \$

F. Cost of prizes **Only those prizes which are paid for by the holder or come from the entry fee cost can be deducted. Donated prizes cannot be deducted. Prizes do not include anything that is given to all contestants for entering. Prizes are won by contestants.*

a.		\$
b.		\$
c.		\$
		F: Total \$

Calculation:

X .03 or
B+C+D+E -F= \$ _____ X .05 = \$ _____ minus \$ _____
(prepaid fees)

Total Fees Due: \$ _____ (Please return this sheet to the Salt Lake Ranger District)

This amount will be verified by an authorized officer and a Bill for Collection for amounts due will be sent to you for payment. **Please attach the event flyer with participant entry fees charged, vendor fees, sponsorship information and receipt for prizes purchased.*

Signature: _____ Date: _____

District Office Contact Information

- 1. Salt Lake Ranger District Office**
Phone: 801-733-2660
Contact: Ben Kraja
- 2. Pleasant Grove Ranger District Office**
Phone: 801-785-2563
Contact: Billy Preston
- 3. Spanish Fork Ranger District Office**
Phone: 801-798-3571
Contact: Billy Preston
- 4. Heber-Kamas Ranger District Office**
Phone: 435-783-4338
Contact: Polly Bergseng
- 5. Ogden Ranger District Office**
Phone: 801-625-5112
Contact: Amy Forsgren
- 6. Logan Ranger District Office**
Phone: 435-755-3620
Contact: Amy Forsgren
- 7. Evanston-Mountain View District Office**
Phone: 307-789-3194
Contact: Juan Barrientez
- 8. Forest Headquarters (Supervisor's Office)**
Phone: 801-999-2103
Contact: Larry Framme



Authorization ID _____

FS-2700-3c (8/99)

Contact ID _____

OMB No. 0596-0082

USDA, Forest Service	FOREST SERVICE USE TYPE 149		
SPECIAL-USE APPLICATION & PERMIT FOR RECREATION EVENTS (Ref.: 36 CFR 251)	DATE RECEIVED	ISSUE DATE	EXPIRATION DATE
Authority: Land & Water Conservation Fund Act of September 3, 1964, 16 U.S.C. 460/-6a(c)	_____ REG. / FOR. / DIST.	_____ AUTH. ID.	_____ STATE / COUNTY

PART I - APPLICATION

1. APPLICANT INFORMATION:

Name of Group: _____

Applicant's Agent: _____

Name of Contact: _____

Agent's Address: _____

Address: _____

Phone: () -

Agent's Phone: () -

Fax Number: _____

Corporate Tax ID or SSN: _____

E-mail Address: _____

IF AN OPERATING PLAN IS REQUIRED, SIGN APPLICATION AND STOP HERE. OTHERWISE, COMPLETE ITEMS 2 THROUGH 7.

2. DESCRIPTION OF PROPOSED ACTIVITY:

3. LOCATION & DESCRIPTION OF NATIONAL FOREST SYSTEM LANDS & FACILITIES APPLICANT WOULD LIKE TO USE (INCLUDE MAP):

4. ESTIMATED NUMBER OF PARTICIPANTS & SPECTATORS FOR PROPOSED ACTIVITY:

Participants: _____

Spectators: _____

5. STARTING & ENDING DATE & TIME OF PROPOSED ACTIVITY:

Start: _____
Date Time

End: _____
Date Time

6. ESTIMATED REVENUE COLLECTED FOR EVENT:

Amount: _____

Type of Fees: _____

(Include event charges, vendor fees, discounts, sponsorship related fees, gratuities)

7. NAME OF PERSON(S) WHO WILL SIGN A SPECIAL-USE AUTHORIZATION ON BEHALF OF THE EVENT:

I hereby acknowledge that is an application only, and that the use and occupancy of National Forest System lands is not authorized until an authorization is signed and issued by an authorized officer.

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____

EXHIBIT _____
OPERATING PLAN

This format is designed to identify all aspects of a recreation event held on National Forest System lands and will help in developing an Operating Plan for an event. Depending on the size of your event, some items may not apply. Attach additional pages, if necessary to complete the information. This operating plan is hereby incorporated as part of the authorization in accordance with clauses 5 and 16 of the Special-Use Application and Permit for Recreation Events (FS-2700-3c), if the proposal is accepted and the application is approved.

1. On site agent: _____

Day phone: () -

Evening phone: () -

Fax or e-mail: () -

2. Dates:

3. Description of event:

4. Location (**attach map**):

5. Number of acres needed:

6. Planned number of participants:

Maximum number:

7. Number of spectators anticipated:

Maximum number:

8. Duration of event (include pre/post event set-up days):

9. Overnight areas needed: Yes ☐ No ☐ If yes, describe:

10. After hour activities for multiple-day events (music, food, etc.):

11. Notification of adjacent permit holders or landowners: Yes ☐ No ☐

List of contacts:

12. List other permits required and coordination or cooperating agreements (attach copies):

FACILITIES

13. Facilities provided (i.e. tents, canopies, stage, booths, benches, chairs, showers):

14. Provisions for drinking water (quantity, locations, bottled vs. truck):

15. Signing (i.e. route marking, parking, trails, event schedules):

16. Sanitation Plan (i.e. number of toilets, garbage cans, recycle bins):

17. Accommodations for disabled visitors (i.e. parking, access):

18. Describe power supply requirements:

19. Describe public address system requirements:

VENDORS

20. Will food or beverages be provided? Yes ☐ No ☐ If no, go to 27.

21. Included in price? Yes ☐ No ☐

22. Agreements with vendors or caterers: Yes ☐ No ☐

23. Number of vendor or caterers:

24. Location of food or beverage (identify on map):

25. Alcohol for sale? Yes ☐ No ☐ Vendor obtained state and local permits? Yes ☐ No ☐

26. Insurance coverage for alcohol: Yes ☐ No ☐

Attach a copy of the liability portion & all endorsements and exclusions

27. Other products for sale (i.e. t-shirts, hats, ice, souvenirs):

28. Other equipment for rental (i.e. snowmobiles, skis, boards, jet-skis, rafts, kayaks):

29. List additional third party agreements:

PARKING AND VEHICLES

When planning for parking, be aware that one lane must always be open for emergency vehicles.

30. Amount of parking needed (i.e. number of spaces, acres, include disabled parking):

31. Locations (identify on map):

32. Parking attendants and locations used (i.e. parking direction, lot full posting, information):

33. Parking lot security (i.e. overnight parking, remote lots):

34. Traffic controls (i.e. one way, signing):

35. Shuttle service (type, when and where used):

36. Will any road closures be needed? (where and how long):

SAFETY/COMMUNICATIONS/MEDICAL

37. Attach Medical Plan and include the following:

- Access for emergency vehicles (i.e. ambulance, helicopter landing zones)

- Number and location of first aid stations

- Names and qualifications of any medical staffing

- List of emergency phone numbers and local hospitals/clinics

38. Describe communications type and number of equipment used:

39. Specify safety closures for high risk areas and protection of spectators (i.e. barriers, closures, restricted areas):

ADVERTISING

All advertisements must include acknowledgment that the event is located on the National Forest.

40. Description of event advertising (i.e. flyers, radio, TV, magazines, internet):

41. Target audiences (i.e. local regional, national, limited membership):

42. Planned filming (i.e. land, air, water):

43. What is the reason for filming (i.e. advertising, promotion):

44. Type of advertising proposed for the event (i.e. banners, signs, posters, commercial vehicles):

CLEANUP

45. Time frame to remove all facilities and garbage after the event (including removal of signs, advertising flagging, route markers):

46. Garbage collection site location (landfill or transfer station):

47. Mitigation plan to rehabilitate resource damage (i.e. closures, revegetation):

48. Time frame to complete mitigation:

FEES

Land use rental fees are 5% of adjusted gross receipts for one-time events, OR 3% of adjusted gross receipts for multiple events under one permit. Adjusted gross receipts equals the gross revenue less the cost prizes awarded if purchased by permittee. Only those prizes which are paid for by the holder or come from the entry fee costs can be deducted. Donated prizes cannot be deducted.